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GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

MICHAEL R. DEVOS
EXECUTIVE DIRECTOR

February 20, 2008

MEMORANDUM

To: All OCD Grantees Funded for Rehabilitation

From: Bill Parker, Interim Director, Housing Resource Fund

RE: Residential Rehabilitation Construction and Spec. Writing Training

MSHDA is strongly encouraging all Grantees to attend a three day training on Residential Rehabilitation Construction and Specification Writing. The training will be offered in Gaylord at the Otsego Club March 10-12, 2008 and in Lansing at the MSHDA Building March 31-April 2, 2008.

MSHDA has contracted with Gerry Diaz, owner of Community Revitalization Training Center (www.crtc.com) of Columbus, Ohio. **The Community Revitalization Training Center (CRTC)** is a national training and technical assistance center for community development practitioners. Its primary function is to provide practical training and technical assistance opportunities for housing rehab and community development professionals. Mr. Diaz is a HUD approved trainer with over thirty years of experience. He comes highly recommended from the Wisconsin Housing offices, where he provided similar training.

The ultimate goals of the training are to impact efficiency and capacity, and improve compliance in the operation of housing rehabilitation programs. Issues upon which emphasis will be placed during the training sessions include:

- Rehabilitation specification writing and cost estimating, and the employment of automated systems
- Do's and don'ts in using automated systems
- Lead hazard compliance (24 CFR Part 35) and productivity
- Construction management
- Release of liens
- HUD's emerging focus with regard to:
 - Energy conservation and use of the cost effective Rehab Advisor Program
 - Current rulemaking concerning rehabilitation standards
 - Concern for healthy homes and green building

The cost to register is \$35.00 per person and covers breakfast and lunch each day. You can register online at www.mittac.org . A draft course outline is attached. **Attendance is mandatory for all three days of this workshop.**

Please contact your CD Specialist or myself at 517.373.1462 if you have any questions.



RESIDENTIAL REHABILITATION CONSTRUCTION SPECIFICATION WRITING
Gaylord, MI and Lansing, MI • March/April 2008

DRAFT COURSE SCHEDULE

Day One

Morning Session:

Registration and Welcome

Introduction, Expectations
Course Overview, Goals, Norms, Schedule
Aligning Mission, Objectives & Programs
Definitions of housing rehab terms (Exercise)
-Break-
Codes and Standards, Deficiencies and Scopes
Accessibility Considerations
Initial Inspection and Scope Determination
(Exercise and Slides)
-Lunch-

Afternoon Session:

Initial Inspection (cont)

The Homeowner's Request (Exercise)
-Break-
Introduction to Spec Writing
Judging Specification Quality
 The Seven C's
 Spec Writer's Checklist
Language of Specifications
Evaluation
-End-

Day Two

Morning Session:

Welcome and Review

Language and Terms of Specifications
Spec Writing Practice (Exercise and Slides)
-Break-
Debrief spec writing with emphasis on
 Evaluation of spec quality (Exercise)
-Lunch-

Afternoon Session:

Overview of Requirements for Lead Hazard
 Control in Rehab
Level of Assistance
Including Lead in the Scope of Work
Lead-related documents and spec databases
-Break-

HUD/EPA Abatement Letter

Factors in Cost Allocation (Exercise)
Cost Estimating:
 Purpose, Methods, Contractor's Method
Evaluation
-End-

Day Three

Morning Session:

Welcome and Review
Cost Estimating Manuals (Exercise)
Program Cost Database
Evaluating Cost Estimates (Exercise)
-Break-
Procurement – Who selects the contractor?

Responsibilities and Program Design

Goals of the Participants:
 Owners, Contractors, Program
 Contractor, Qualifications (lead-related)
(Exercise)
Working with Contractors
-Lunch-

Afternoon Session:

Quality Control – HOME and CDBG Grantee
 Responsibilities

Quality Control and Inspections (Exercise)

-Break-
Contractor Simulation (Exercise)
Summary and Back Home Actions
Evaluation
-End-